

Medical Distribution Worker – Vaccinator *Mass Clinics*

Report to: Health Professions Manager

PPE:

Required: Surgical/Procedure Mask,

Optional: Gloves, Face Shield or Goggles

Note - Gloves will be changed and hands sanitized between every attendee without exception. All other PPE can remain on without changing unless contaminated. PPE should be removed if leaving the clinic area for breaks. Eye protection is required in areas of substantial to moderate community transmission.

Responsibilities:

Prior to Vaccine Clinic:

- Review and complete required sections of the COVID-19 Vaccine Pre-clinic training
- [Health Care Professionals | Vermont Department of Health \(healthvermont.gov\)](https://healthvermont.gov)

During Set Up

- Assist in setting up vaccination station.
- Read all forms in the Just-In-Time Training (JITT) Packet.
- Test WiFi, tablets and access to VAMS ***This may be completed by VDH staff after the clinic.***
- Review other materials as needed.
- Prepare station for adult and pediatric vaccine.
- Check in with the Health Care Professions Manager (HPM)/POD Task Force Leader (PTFL)

Vaccination Clinic Procedures

- Ensure communication chain with HPM.
 - Interpreter Services Instructions and use of cell phones.
 - System for vaccination assistance and questions.
 - For assistance, see HPM/PTFL.

Vaccination Process

- Ensure you have all the materials you need to vaccinate.
- You or the HPM/PTFL will pre-draw vaccine doses, once a recipient arrives.
- Log into VAMS
- Greet the individual, request to see their previous COVID-19 Vaccine Card, if no card and they have received previous COVID-19 vaccine, access the [Immunization Record](#) if feasible.

Verify the individual's name and DOB, verify their information is in Vaccine Administration Management System (VAMS). Or document on Walk-In Registration Form.

- HPM/PTFL maybe assigned to your station.
- Review vaccine pre-screening form "CDC's Pre-Vaccination Checklist for COVID-19 Vaccines" answers. If any concerns with responses or contraindications noted, discuss with Healthcare Professions Manager.
 - Individual holds onto all forms. The Exit Worker will collect all the CDC Checklists.
- Ask them if they have any questions and answer any questions they may have
- Explain the vaccination procedure (*Ex: I am going to clean the site on your arm, then give you the vaccination, then document that I have given you the vaccination*)
- Explain what they should expect including risks and benefits (*you should expect a little pain at the site, the most common post-vaccination reactions are. . . I will give you a copy of today's vaccination for your records*)
- Verify that they want to be vaccinated.
- Confirm their name and DOB again.
- Prepare site and give vaccination.
- Complete the VAMS Administration section or Walk-In Registration Form. Refer to the lot # and Exp Date.
- Complete the COVID-19 vaccine card and give it to them for their records
 - Keep the individual's clipboard and pen, return to Intake station to be cleaned and recirculated.
- Direct participant to the post vaccine and waiting area
- Document on label the time individual can leave after vaccination. Give the label to the individual and remind them to wait 15 or 30 minutes in the waiting area.
- Inform them if they need to sign up for an appointment for their second dose while they wait.

Demobilization

- **ALL** non-porous items in the clinical area get wiped down with virucidal wipes or cleaner
- Package all items in distribution area in boxes and bins for return to district office
- Assist in the takedown of stations and packaging of waste
- PPE should be removed last after all activities for demobilization have been completed. Face shields are wiped down with virucidal wipes or disinfected and collected for sterilization and reuse. All other PPE is discarded at end of shift

9/6/2021